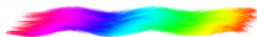




# PrintAdmin

The low-cost solution for a better run business



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## 1 Introduction

PrintAdmin is a FileMaker Pro™ based database that covers all the essential processes required to administrate a print business.

PrintAdmin is ideally suited to the growing business because of its content and price. Encompassing all aspects of running a print business, from winning new business, to the raising of purchase orders and job tracking, with the increasingly more important FSC reports.

This administration tool will allow information across the company to be shared<sup>1</sup>, giving quick access to everyone in the company and truly allowing teamwork. Any paperwork generated by a company should be keyed only once, but the details can be used time and again.

Developed over many years with input from a variety of businesses, we think PrintAdmin covers the essential everyday tasks. One thing that we pride ourselves on is the interface, simple to navigate with clean, clearly labelled buttons, making PrintAdmin a part of your day without making it what you do!

## 2 Executive Summary

PrintAdmin has an incredible amount of features encompassing all aspects of running a print business, from the initial logging of potential clients' details through to final invoice.

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<sup>1</sup> Applies to multi-user version only

## **2.1 Customer relationship management**

Address and company contacts are kept alongside any correspondence – including emails, and are visible to all using PrintAdmin.

The database features marketing emails and letters to be sent to many contacts at once. Personalising the correspondence and recording which marketing messages have been sent against the company record.

## **2.2 Quotes, Purchase Orders, Purchase Invoices and Sales Invoicing**

Quick generation of day-to-day paperwork. Quotes can be produced with or without the use of standard price lists, purchase orders can be generated directly from quote or independently and directly from supplier records. Purchase Invoices can be entered into PrintAdmin and linked back to Purchase Orders.

Sales Invoices raised in a matter of minutes, again with or without origination from quote. Each of these aspects has a 'direct to email' facility making the 'paperless' office an ever-closer prospect.

## **2.3 Jobs**

The job section links all other aspects together so that you can easily see costs associated to a job, invoices and delivery notes raised. There are some other useful job features such as Proof Forms, recording of sundry items e.g. colour copies or couriers. This section also includes FSC details for later reporting.

## **2.4 Users and passwords**

All users of PrintAdmin must have a record within the system. This governs which areas of the system to which they have access. It is also a useful facility for recording employees' home and contact details.

There isn't a limit to the amount of users that can access PrintAdmin, but every user must have a password.

## **2.5 Reports**

Every section of the database has a list view that summarises the 'numbers'. For example the purchase order list shows total net, total vat and total gross. Any search performed will summarise e.g. a range between two dates. Lists appear for quotes (potential business); purchase orders; and invoices. There are also many pre-programmed reports.

## **2.6 Export to Sage**

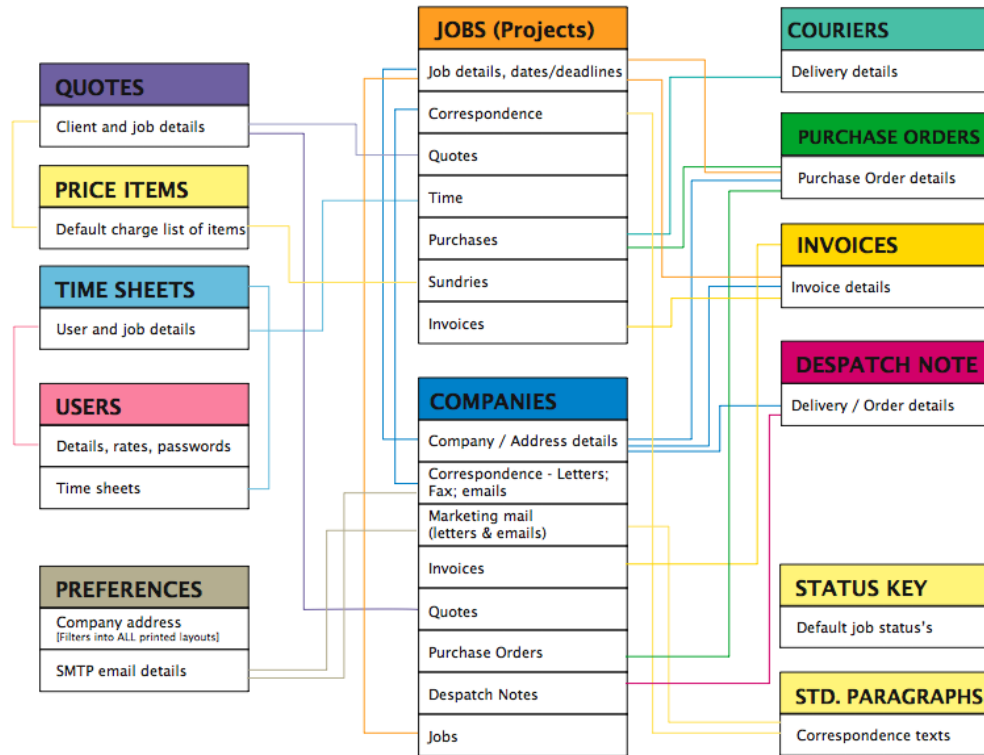
There is an export function so that once Purchase Invoices and Sales Invoices have been entered or raised, these can then be exported ready to import into Sage Accounts<sup>2</sup>

---

<sup>2</sup> Designed to work with Sage Line 50

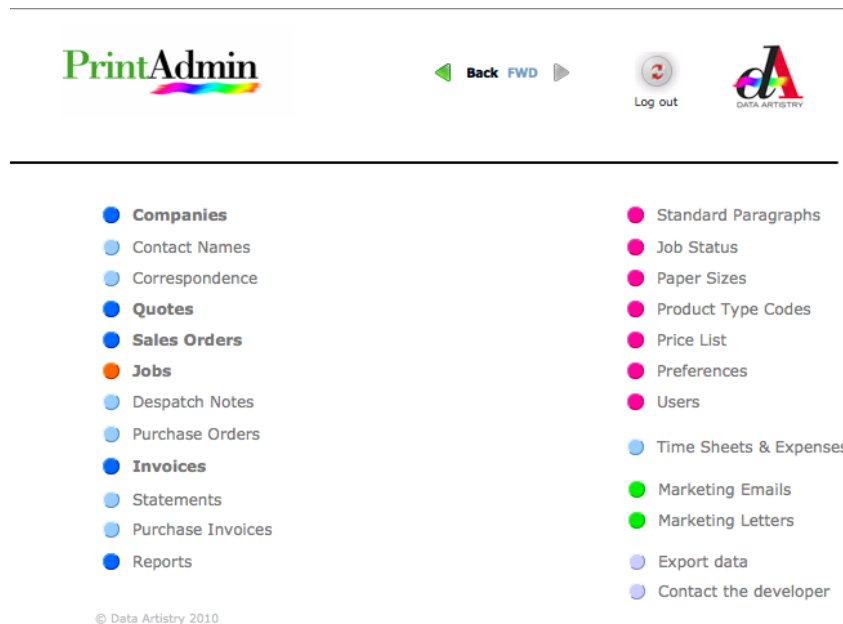
### 3 How PrintAdmin is put together

Once any data is keyed into the database e.g. a company address, it can be used time and again. Selected for an invoice or linked to a quote. The diagram shows how data is cross-referenced; the colours indicate the 'flow' of data.



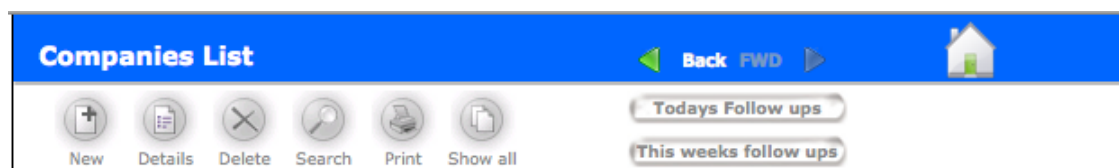
## 4 Features of PrintAdmin

### 4.1 Menu options



### 4.2 Button Bar

Throughout the database main navigation is done using the button bar as shown below. This is split into two parts. There are navigation forward and back buttons and home button in the coloured strip across the top where the place name is also shown.



The level below those buttons is consistency throughout the database, however the function does change according to which area of the database you are working within e.g. if in the companies section of the database clicking 'new' will create a new company record.

The 'List' button toggles to a 'detail' button when you switch between the two views. Delete, Search and Print buttons do exactly as the name suggests, the search options will be reviewed in more detail later in this guide. The 'Show all' button refers to showing all the records, this option can only be used after a search or when a button that selects a specific group of records to display e.g. performing a find. Clicking 'Show all' will bring all records back into view after viewing a selected few.

You can also use the FileMaker Status bar across the very top of the screen to move through records by clicking on the book pages.

Those are the basic buttons that apply throughout PrintAdmin, other buttons will be clearly labelled and all buttons have a cancel option, so don't be afraid to click on an option to try it. One final point is that there are arrows pointing at things, clicking the arrow will take you to view the item that it points at e.g. will take you to view company contact details as shown.

Ship to   Creative Training

### 4.3 Companies

All sections of the database have lists similar to that shown below.

Companies List					
<div> </div> <div> <a href="#">Back</a> <a href="#">FWD</a> </div> <div> <a href="#">Todays Follow ups</a> </div> <div> <a href="#">This weeks follow ups</a> </div>					
CompanyName	Telephone	Business Type	Category	Follow up Date	Follow up Time
Data Artistry Ltd	01702 715080	IT	Supplier		
John Smith & Associates	01206 123 456	Accountants	Client		

Clicking on a row will display the companies' information in more detail. The tabbed headings across the top will display that part of the companies' detail e.g. Correspondence will list all correspondence with the company record being viewed.

Companies

[Back](#) [FWD](#)

main details

correspondence

marketing

quotes

invoices

purchase orders

CompanyName

Data Artistry Ltd

Address

150 Glendale Gardens

Telephone

01702 715080

Town / City

Leigh-on-sea

Fax

County

Web [URL]

www.dataartistry.co.uk

Postcode

SS9 2BA

Email

info@dataartistry.co.uk

General Notes

Developer of this database

Account number

Business Type

IT

Category

Supplier





[Expand contacts](#)

Name	Salutation	Job Title	Email	Direct Line	Mobile	Marketing
Gill Pickles	Gill	Developer	gill@dataartistry.co.uk	01702 715080	07710 404 691	<input checked="" type="checkbox"/>
Lucy		Small assistant	info@dataartistry.co.uk			<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

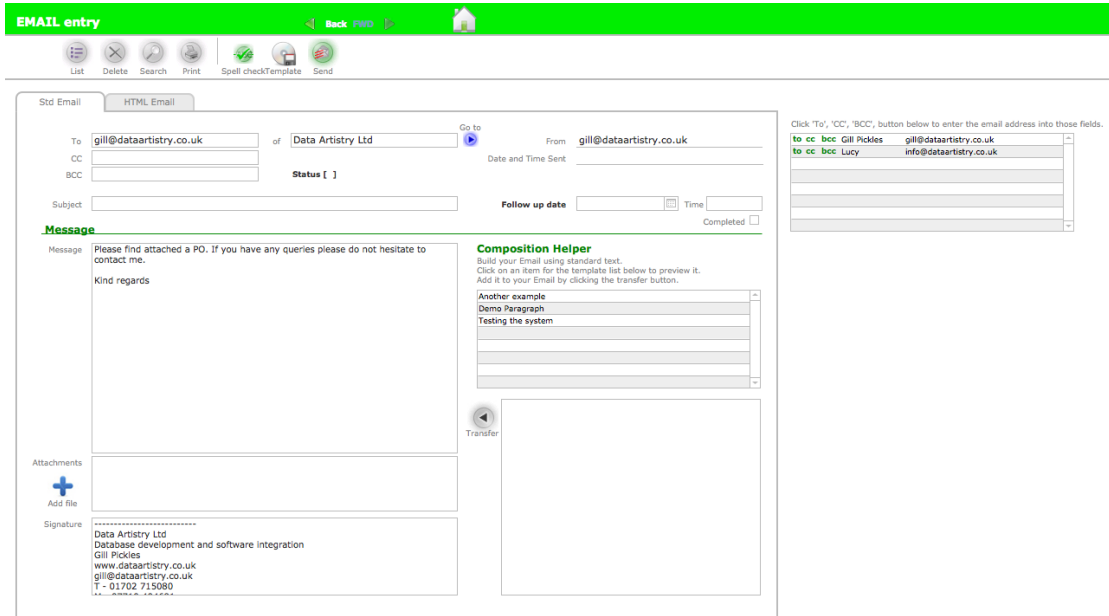
The bottom - contacts section - allows for multiple contacts within each company and clicking the 'Expand contacts' button will allow you to view those as a list and search individual names to produce labels, envelopes, Christmas cards, or export the list.

Contact Names List							
<div> </div> <div> <a href="#">Back</a> <a href="#">FWD</a> </div> <div> <a href="#">Labels</a> </div> <div> <a href="#">Shipping Label</a> </div> <div> <a href="#">Envelope</a> </div> <div> <a href="#">Export</a> </div>							
Company Name	Contact Name	Job Title	Email	Direct Line	Mobile	Marketing	Christmas Card
Data Artistry Ltd	Gill Pickles	Developer	gill@dataartistry.co.uk	01702 715080	07710 404 691	<input checked="" type="checkbox"/>	<input type="checkbox"/> Omit
Data Artistry Ltd	Lucy	Small assistant	info@dataartistry.co.uk			<input checked="" type="checkbox"/>	<input type="checkbox"/> Omit
John Smith & Associates	John Smith	Director	john@jsa.com	01206 234 567	07710 444 777	<input checked="" type="checkbox"/>	<input type="checkbox"/> Omit

## 4.4 Correspondence

When you click on any of the correspondence buttons [     ] one of four types of correspondence screens appear, email, call, letter or fax entry. When you print the letter or fax options the layout is transformed to appear as your normal stationery even though when you create your correspondence the standard entry screens are shown.

### 4.4.1 Email



The email button will mostly be used for emails that you generate from your database going out to your client. It is a good idea to record important business messages from here to clearly record the contact with your client. PrintAdmin is not set up to receive messages back into the database – the responses to any messages you send will be returned to your normal inbox in the email client of your choice, but even starting an email conversation here means that it is easy to refer back to your standard messages if you need to. There is no reason why you shouldn't also open a message record, to copy back to the database something that you may have received in to your standard inbox.

One final point to make about sending emails from the database is that these messages can be viewed by any user<sup>3</sup> using the database, unlike your standard email inbox, which is only available to the user logged in and the message creator.

There is also an option to send HTML Emails<sup>2</sup> however they are pasted into the HTML message field and would need to be created outside of your database. These can also be saved as templates but require the SMTPit plug-in to send them, unlike the standard email messages which use your normal email client e.g. Outlook or AppleMail to send the message.

#### 4.4.1.1 Composition Helper

The composition helper (shown on the right in the screen above) lists the templates that are available from standard paragraphs. Clicking on a template name shows a quick preview in the bottom right section, then clicking on the arrow to the left of that preview will insert the text into the body of your correspondence, you can then add, or edit this text in whatever way you wish.

<sup>3</sup> Multi-user versions only



## 4.4.2 Letter Entry

**LETTER entry**

 Back
 FWD

List
 Delete
 Search
 Print
 Spell check
 Template

**Letter Entry**

To: Gill Pickles of Data Artistry Ltd

150 Glendale Gardens  
Leigh-on-sea  
SS9 2BA

Subject: Letter to show how the system works  
[Does not appear on printed letter, but is required for reference within the company record]

**Letter**

Dear Gill

Body

This space can be used to enter paragraphs or whole compositions that you may wish to use time and again within your correspondence.

They could be one or two lines, that you would then use in combination with others or edit for the purpose of writing a single message. Alternatively it could be an introduction letter or alike that would be copied into the body of your message without editing.

It should be noted that the paragraphs are copied into the message or body of your correspondence, this is a text field that can then be edited, so these paragraphs may simply be a good start point.

Please try them out to find out more!

Kind regards

Gill Pickles  
Director

Go to

Created by: Admin

Date: Tue, 03 Aug 2010

Follow up date:  Time:

Completed: ☐

**Composition Helper**

Build your Letter using standard text.  
Click on an item for the template list below to preview it.  
Add it to your Letter by clicking the transfer button.

Another example

Demo Paragraph

Testing the system

Transfer

This space can be used to enter paragraphs or whole compositions that you may wish to use time and again within your correspondence.

They could be one or two lines, that you would then use in combination with others or edit for the purpose of writing a single message. Alternatively it could be an introduction letter or alike that would be copied into the body of your message without editing.

It should be noted that the paragraphs are copied into the message or body of your correspondence, this is a text field that can then be edited, so these paragraphs may simply be a good start point.

Please try them out to find out more!

All of the correspondence entry screens look similar, but when you click the print button the correspondence is formatted with your company logo and in a print style. These screens are only to assist with entry and to accommodate extra items like 'subject' on the letter. This is used in the tabbed section correspondence in the company record to make it easy to review each contact that has been made without having to drill down further to review the actual letter or other item of correspondence.

### 4.4.2.1 Template

The correspondence entry screens have a 'Template' button. When you have typed an entry that you feel would be useful to keep, click this button to retain the body of the correspondence as a standard paragraph, making it available for use with other correspondence records and marketing.

### 4.4.3 Fax Entry

**FAX entry**

[Back](#)
[FWD](#)

[List](#)
[Delete](#)
[Search](#)
[Print](#)
[Spell checkTemplate](#)

**To:**  of   
**Telephone:**   
**Fax:**

**Go to:**   
**From:**   
**Date:**   
**No of pages:**

**Subject:**

**Follow up date:**  **Time:**   
☐ Completed

**Message**

**Body**

This is a simple introduction:  
Please find attached our terms and conditions as per our conversation, let me know if you require any further information.

The above is just an example of how you could use this section.

**Composition Helper**

Build your Fax using standard text.  
Click on an item for the template list below to preview it.  
Add it to your Fax by clicking the transfer button.


Another example

Demo Paragraph

Testing the system

This is a simple introduction:  
Please find attached our terms and conditions as per our conversation, let me know if you require any further information.

The above is just an example of how you could use this section.



**Fax Message**

**To:** Gill Pickles  
**Telephone:** 01702 715080  
**Fax:** 01702 715080  
**Date:** Fri, 23 Jul 2010

**of** Data Artistry Ltd  
**From:** Admin  
**No of pages:** 1

**Subject:** Test Fax

**Message**

This is a simple introduction:  
Please find attached our terms and conditions as per our conversation, let me know if you require any further information.

The above is just an example of how you could use this section.

The fax entry shown above works just as all the other items of correspondence. Click on the print button to transfer the entry into a print format with company logo. It is then possible to fax directly from the database however this is dependent upon a system level fax utility being available, if this is available you will be able to select the fax device from your list of printers.

### 4.4.4 Call Logs

**CALL LOG entry**

[Back](#)
[FWD](#)

[List](#)
[Delete](#)
[Search](#)
[Print](#)
[Spell checkTemplate](#)

**To:**  of   
**Subject:**

**Go to:**   
**Logged by:**   
**Date and Time Created:**

Was this call received or made? ☐ Out going ☐ Received

**Follow up date:**  **Time:**   
☐ Completed

**Call details**

**Body**

Called to confirm meeting next Thursday at 10am at customer office.

**Composition Helper**

Build your Call using standard text.  
Click on an item for the template list below to preview it.  
Add it to your Call by clicking the transfer button.

Another example

Demo Paragraph

Testing the system

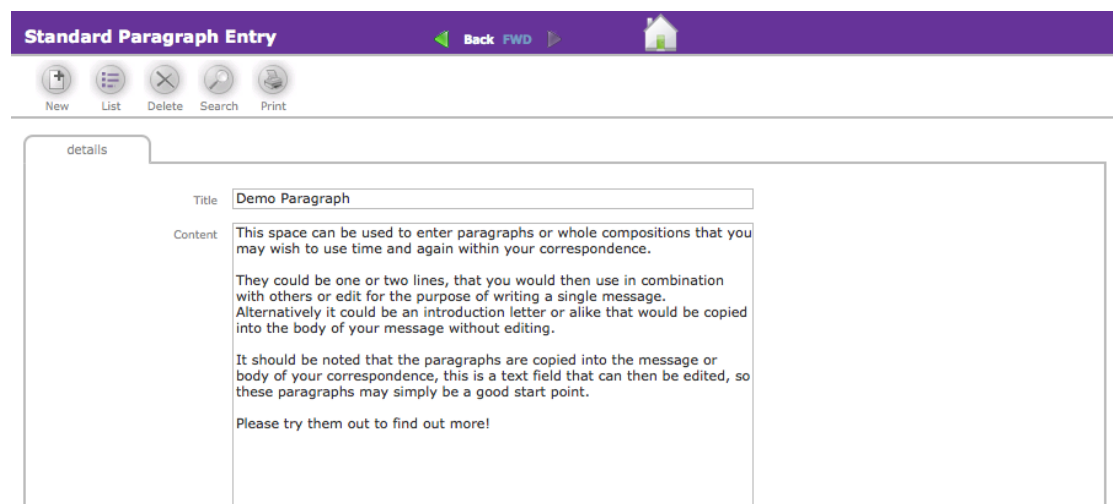
This is a simple introduction:  
Please find attached our terms and conditions as per our conversation, let me know if you require any further information.

The above is just an example of how you could use this section.

Call logging is a crucial part of sales and contact relationship management. This section isn't complicated, log the call as either received or outgoing, give it a title (for the benefit a easy review within the client record) and type as much or as little detail about your conversation as you feel necessary. The composition helper is there to use for repetitive entries even within this section.

## 4.5 Standard Paragraphs

Text that you often repeat when writing to clients or suppliers can be kept within the standard paragraphs section. This may be a regular sign off to an email, a company introduction letter, or other marketing texts, whole letters or just paragraphs that you use regularly. It will then appear in the correspondence composition helper templates list, making a letter or email easy to build by selecting various pieces of text that you keep under this section.



The screenshot shows the 'Standard Paragraph Entry' form. At the top is a purple header bar with the title 'Standard Paragraph Entry' and navigation links 'Back' and 'FWD'. Below the header is a toolbar with icons for 'New', 'List', 'Delete', 'Search', and 'Print'. The main form area has a 'details' tab selected. It contains a 'Title' field with the text 'Demo Paragraph' and a 'Content' text area. The content area contains the following text: 'This space can be used to enter paragraphs or whole compositions that you may wish to use time and again within your correspondence. They could be one or two lines, that you would then use in combination with others or edit for the purpose of writing a single message. Alternatively it could be an introduction letter or alike that would be copied into the body of your message without editing. It should be noted that the paragraphs are copied into the message or body of your correspondence, this is a text field that can then be edited, so these paragraphs may simply be a good start point. Please try them out to find out more!'

## 4.6 Marketing

There are two ways of marketing using the PrintAdmin database, Marketing Letters and Marketing Emails. The principles of creation are the same for both sections, only the delivery method differs.

[illegible]

## 4.6.1 Creating marketing messages

### 4.6.1.1 Step One – Create a new message

Create the message by clicking on the new button is the usual way. Enter a 'from' email address and a 'test email to' address. These are not entered automatically as it is likely you will use a specific account to send marketing emails from that differs from your standard email address – if you don't you should consider this as a way of working. The test address ideally should be an external email account that will allow you to see the message in the style that your recipients would see the message.

#### 4.6.1.1.1 HTML Messages

There is no HTML editor within the database; usually this will be copied in from another source. Please note that the full file path to any images used within the message must be included in the html. Alternatively you can embed the images in each message by using the 'inline' option, which basically attaches the image files to each message sent out. The inline method is only recommended if the images are few and of a very small size.

#### 4.6.1.1.2 Rich text messages

This is found by clicking the Std Email tab. Please note that by entering a message into the body of this section over-rides the html option and only rich text will be sent.

There are some additional features within this section, the ability to insert key fields into the subject line or body of your message.

##### Replacing text options

Clicking on the options below will replace within the subject or main body of text, that fields' content when the email is sent.

##### Into Message

<<Full Name>>  
<<Salutation>>  
<<Company>>

##### Into Subject

<<Full Name>>  
<<Salutation>>  
<<Company>>

At the top right of the email entry screen can be found the buttons as shown above. By clicking directly on the substitute options the text is inserted as chosen. Just prior to the message being sent it is checked for these options and the appropriate field data inserted. Generally the full name and company are correct, but be wary of doing this without knowing that your data is good, check that salutations and correct names have been input before sending these type of messages, or instead of looking like you are sending a personal message, it will look like a mail merge and that would defeat your purpose.

## 4.6.2 Step Two- Select Contacts.

By clicking this button you will be taken to the company record in 'find' mode, you will be required to enter your criteria e.g. Client or simply those contacts with the 'marketing' option selected, but these are not your only choices it can be any search available to you.

**Important note:** Irrespective of whether you chose the 'marketing' option only those contacts with this selected will be marked to receive your marketing mail out. In this way you can ensure that any request you may receive from a company to 'remove from marketing' can be complied with by un-checking this box.

#### 4.6.3 Step Three – Testing!

Once back in the global email record, 'Email recipients' list shows all those marked to receive your new message. Check through this list to ensure that all have a good email address and then you are ready to test to a specified email address. We recommend an external account (one outside of your office norm) to see how your message might be received. Especially with the html version you will need to test to ensure that your images and code are being received accurately.

Click the test message button to send a single email to the test to address.

#### 4.6.4 Step Four – Send messages

OK you are now ready to send your messages. We recommend that you DO NOT send from your standard email address, set up an account specifically for this purpose. Why? Well unless you are dogmatic in your checking of data chances are you are going to get a few 'bounce backs' in other words messages that state unknown email address etc. and unless you want to wade through these to get your normal email... well, just something to bear in mind.

All this is set up and good to go, then click the 'Send all emails' button.

You can view 'View records' from the marketing letter and use the book at the top to see individual records to reprint or resend.

#### 4.6.5 Creating letters directly from the marketing letter

This is still a four-stage process just as per the marketing email.

##### 4.6.5.1 Step One – Create a new global letter

Click on the 'New' button within this section to create your message. Please note that you can include pictures on your letter to make it a little more interesting than the norm.

##### 4.6.5.2 Step Two – Select Contacts

Search the company's section to pull out those records to receive your global letter.

##### 4.6.5.3 Step Three – Preview

A quick check of the printed look and output using the preview button, before you print hundreds or more of these letters!

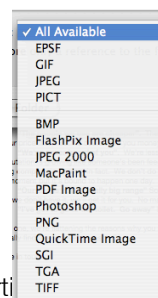
##### 4.6.5.4 Step Four – Print All

Just as per the global emails, your output is as good as your original input, so make sure that your companies are entered well and are correct to ensure you are not wasting paper!

You can view 'View records' from the marketing letter and use the book at the top to see individual records to reprint or resend.

##### 4.6.5.5 Add a picture to your letter

There are six picture boxes to work on the first two pages only. Click in any of those boxes, go to the 'Insert' Menu > Picture... and select from your filed pictures. JPEGs will work best here, but you can use the formats shown right.



## 4.7 Product Price List

Price List			
<a href="#">New</a> <a href="#">Details</a> <a href="#">Delete</a> <a href="#">Search</a> <a href="#">Print</a> <a href="#">Show all</a>			
Price ID	Product Name	Buy Price	Sell Price
101	Labour	50	80
100	Widget	10	15
102	Delivery	4.95	
103	Chargeable Item		

The price list can be whatever applies to your company. This can be something tangible or a service or function e.g. A4 Colour Scan or an hourly rate for a specific task, whatever will allow you to quote quickly and efficiently and work out your margins.

Clicking on any item will allow you to view the product in more detail. There is provision for including images to more easily identify products.


Price List Entry					
<a href="#">New</a> <a href="#">List</a> <a href="#">Delete</a> <a href="#">Search</a> <a href="#">Print</a>					
<div> <div>details</div> <div> <div> <div>Product Code</div> <div></div> </div> <div> <div>Product Name</div> <div>Paper: Revive 100 Offset 100gsm</div> </div> <div> <div>Unit Cost</div> <div></div> </div> <div> <div>Unit Sell</div> <div></div> </div> <div> <div>Margin</div> <div></div> </div> <div> <div>GM %</div> <div></div> </div> </div> </div>					
<div> <div> <div>FSC Category</div> <div>FSC 100%</div> </div> <div> <div>Paper Weight</div> <div></div> </div> </div>					
<div> <div> <div>Supplier Name</div> <div>Lakecourt Limited</div> </div> <div> <div>Supplier Product Code</div> <div></div> </div> </div>					
<div> <div> <div>Description / Notes</div> <div></div> </div> <div> <div>Picture</div> <div></div> </div> </div>					
<div> <div>Record ID 064</div> <div>Date Entered 04/07/2008</div> </div>					

### 4.7.1 FSC Categories within the price list

In the price or product entry screen there is a drop down menu to assign a product to an FSC category. This only applies to materials in the price list. The categories that appear in this list are those that have been set up within 'Set up Preferences' (see setting up categories that follow). When a job has been set up there is an option to also select FSC material types, then only the materials in this group will be available to select in the material usage section of the job analysis. This is further explained within the job details.

## 4.8 Set up FSC Categories


**System Set up & Preferences**

[Back](#)
[PWD](#)


main details
accounts codes
FSC categories
SMTpit settings
buttons

**FSC**

FSC Number:

FSC Label: 

**FSC Claim**











Name	Logo
FSC Mixed Credit	
FSC Mixed 50%	
FSC Mixed 70%	
FSC Recycled Credit	
FSC Recycled 100%	
FSC Pure	

Choose Set up Preferences from the main menu, then click the accounts settings tab. The screen above will be shown. In the FSC section click in the last blank line and enter your material group i.e. FSC Recycled 100% or FSC Mixed Credit. There is provision to enter a logo and your company FSC accreditation number, both will be printed on job related material i.e. Quotes and Invoices.



## 4.9 Quotes

Quote Entry

main details

Quote No. **Q 30516**

Client ID **0276**

Client Name **Access Plus C/O Office2Office**

For Attention Of **Richard Gardner**

Quote Title **SCN0309: LP Accreditation**

Date **Tue, 27 Oct 2009**

Created by **Simon smith**

Client Ref

Account number **AC 161**

Job No. **30509**

Invoice No.

Status **Accepted**

specification

Size: A5 finished 592 x 210 mm flat

Extent: 8pp

Prints: 4 back 4 + seal

Origination: Artwork supplied

Proof: Epson

Material: 170 gsm Satimatt (FSC mixed source)

Finishing: Scored three times, hand fold and boxed

Delivery: Millbank

Quantity: 6,000 + 6 file copies to Richard Gardner

Schedule: 05.11.09

Design / Studio Brief

From artwork supplied, Impact to flightcheck and supply Epson proof; on approval, make CTP printing plates.

Print Brief

6000 copies printed in four colour process plus seal varnished throughout onto 170 gsm Satimatt (FSC mixed sources), when printed scored, folded to finished size of 210 x 148 mm Bpp and boxed, mark boxed up with labels "SCN0309: LP Accreditation gatefold leaflet"

Delivery Instructions

FSC ☐ Not certified ☒ FSC

FSC Label **Mixed**

FSC Claim **FSC Mixed Sources**

Projected Hours

Total Cost £ **149.07**

Mark up £ **422.93**

Mark up % **283.71%**

Sub Total £ **572.00**

Delivery £

Total £ **572.00**

Composition Helper

Build your quote using standard text. Click on an item for the template list below to preview it. Add it to your quote by dragging and dropping the preview to the brief field.

One London address

Origination

Prepress-1

Print from artwork supplied, Impact to flightcheck and supply Epson

Specification

Ann Pembroke

Quote No: **Q1002**

Data Artistry Ltd

110 Glenlake Gardens

Lough-on-ree

559 2BA

Date Artistry Ltd

110 Glenlake Gardens

Lough-on-ree

559 2BA

T: 01702 715 080

E: info@dataartistry.co.uk

www.dataartistry.co.uk

Date **22/08/2010**

Prepared By: **Admin**

Job No:

Title

Thank you for your enquiry, we have pleasure in submitting our quote.

Revised from original quote 1001 - A4 App Brochure

Studio Brief

From artwork supplied, Impact to flightcheck and supply Epson proof; on approval, make CTP printing plates.

Print Brief

Cover and text printed in four colour process and seal varnished throughout

Specification

Size: A4, Extent: fpp cover + 20 pp text

Prints: 4 back 4 + seal

Origination: artwork supplied

Proof: Epson

Material: 350 gsm reGENCY satin (fsc mixed sources) cover

Finishing: Cover and text scored, folded, gathered, saddle stitched with two wires, trimmed to finished size and boxed


Delivery: One London address

Quantity: 500 or 1000

Extras: per additional 4 pages of text: 500 copies £ 260.00, 1,000 copies £ 282.00

	Option 1	Option 2	Option 3	Option 4
Quantity	1000	2000	3000	4000
Sub Total £	<b>324.00</b>	<b>396.00</b>	<b>470.00</b>	<b>535.00</b>
Delivery £	50.00	50.00	50.00	50.00
Total £	<b>374.00</b>	<b>446.00</b>	<b>520.00</b>	<b>585.00</b>

All orders are subject to our standard Terms & Conditions (available on request). VAT may be applied to all or part of this quote and invoice as appropriate.



When entering a quote selecting a client will pull through all their address details and allow you to select from a list of contacts from that company record or simply type in a new name in the 'F.A.O.' field. This will link it back to the company record so you can see a complete history of quotes sent to that company.

The Product Code field in the main 'order items' section of the quote will allow you to select from items input into the Product Price List section of the database and pull through the supplier, description and unit cost, although you can override these if you wish. All fields can be manually entered if you want to enter an item on your quote that isn't from the standard product list and one that you don't want to keep as standard.

When you enter a quote it will show the detail above, however when you print or pdf (via email) the quote for your client, only client relevant information is shown, of course in your company style, and without the in-house details like your markup price.

There are three tabbed sections within the quote details.

Page 17 of 37

Data Artistry Limited © 2010

#### 4.9.1 Quote Specification

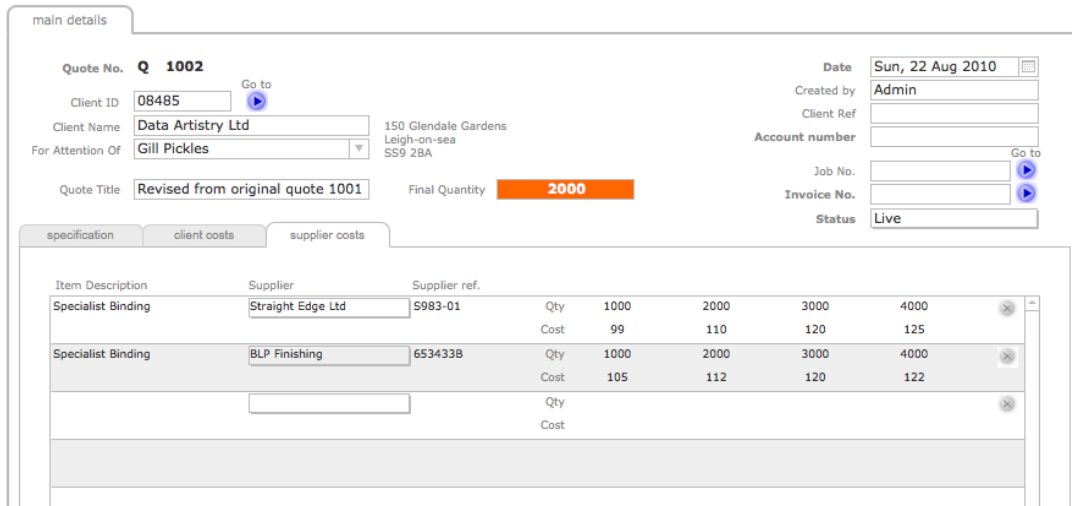
This tab allows you to input complete specifications with fields to enter the spec, studio and print briefs separately. If you prefer to print these details with a price summary without the cost breakdown, use the print or email buttons from this screen.

#### 4.9.2 Quote Cost Breakdown

This screen allows both entry of costs, to work out your client price and if you wish to present the numbers shown in this entry screen use the print or email buttons here. Please note that the 'mark-up' fields are not displayed on the printed quote, so you must ensure that any mark-up is included in the main costs entered and not as an overall addition as it will appear that things don't add up correctly.

### 4.9.3 Quote Supplier Costs In

The third tab in the quotes screen allows you to keep a record within the quote of what supplier costs were received in order that you can put together your client costs e.g. perhaps there was a specialist finishing requirement or any other outsourced service.



**main details**

Quote No. **Q 1002** [Go to](#)

Client ID **08485** [Go to](#)

Client Name **Data Artistry Ltd** 150 Glendale Gardens  
Leigh-on-sea  
SS9 2BA

For Attention Of **Gill Pickles**

Quote Title **Revised from original quote 1001** Final Quantity **2000**

Date **Sun, 22 Aug 2010**

Created by **Admin**

Client Ref

Account number

Job No. [Go to](#)

Invoice No. [Go to](#)

Status **Live**

Item Description	Supplier	Supplier ref.	Qty	1000	2000	3000	4000
Specialist Binding	Straight Edge Ltd	5983-01	Qty	1000	2000	3000	4000
			Cost	99	110	120	125
Specialist Binding	BLP Finishing	653433B	Qty	1000	2000	3000	4000
			Cost	105	112	120	122
			Qty				
			Cost				

### 4.9.4 Create PO's from Quote

You can generate or view a PO by clicking on the PO number box in the order items list, any items sourced from the same supplier will be put together onto a single PO from that quote.

### 4.9.5 Create a Job from the quote screen

Click the Job button to pass the final quote details into a new job record. Important note: Select a quantity option to correctly bring through the quantity and final cost to the job screen.

### 4.10 Selecting an Option to specify quantity

The Options within the quote allow for four different quantities as often a client will want to look at the most cost effective print quantity.

While you can cost each amount ultimately the job will proceed with one of those choices, in the orange slug select an option, 1,2,3 or 4 and this will then bring through the final quantity and cost, this is the detail that is passed onto the job record when this is created, or when a quote is selected in the job record.

#### 4.10.1 Create an Invoice from Quote

To generate an invoice from the quote click the 'Invoice' button, this will pull through all details onto an invoice, mark the quote as invoiced and record the invoice number against the quote in the top right so that you know it has been invoiced.

#### 4.10.2 Email Quote

The orange 'Quote' button will PDF the quote and attach it to an email. PrintAdmin will pause once the email has been created to give you a chance to personalise your message, although some standard text is already input to the email for you.

## 4.1.1 Purchase Orders

menu

companies

jobs

Purchase Order

New

List

Delete

Search

Show all

Print

Go first

Prev

Next

Go last

Email

Back

Order details

Specification

Purchase Inv.

Order No

O4696

Date

20/10/2009

Supplier

395

Mint Production

Ordered by

Admin

F.A.O.

The Basement, 32 Newman Street

Date Expected

W1T 1PU

Date Delivered

Ship to

192

Data Artistry

or type an alt. address below

150 Glendale Gardens,

SS9 2BA

Status

Ordered

Job No.

4576

Test Job

Account (GL) No.

Order items:

Notes

VAT Code

T1

17.5% VAT

Total

£ 130.00

Final Amount

£ 152.75

Over PO Amount £2

SmallBizAdmin

Purchase Order: 516

Date Artistry

150 Glendale Gardens

Essex

SS9 2BA

SmallBiz Admin

150 Glendale Gardens

Essex SS9 2BA

T: 01702 710080

F: 01702 710080

E: info@smallbizadmin.co.uk

www.smallbizadmin.co.uk

Date

10/08/2009

Ship to

Data Artistry

Ordered By

Admin

150 Glendale Gardens

Tel

01702 710080

Essex

Fax

01702 710080

SS9 2BA

Print Code	Quantity	Item Description	Unit Cost	Value
8754	£	Test Product	£ 10.00	£ 40.00

Total

£ 40.00

VAT

£ 8.00

Final Amount

£ 48.00

Company Reg. No.

10774666

Purchase Orders can be created in several different ways: Manually by clicking the new button within the Purchase Orders section of PrintAdmin and entering a supplier, ship to etc., or from the new PO button within the Job details, this will enter the job number after creating a new PO.

Mainly though the Purchase Order will be generated directly from the Quotes, by clicking on the PO box to the far right of the item in the body of the quote. If there is more than one item sourced from the supplier they will all be included in a single PO. The PO number is recorded in the quote against the item line.

When printing or emailing the PDF you should be aware that the Purchase Order has a second page for the Specification. When outsourcing some aspects of print purchases it may be necessary to detail more than just a one-line description with a cost. By clicking on the Specification tab there is provision to enter a very detailed description of your requirements.

You can search PO's just as any section, allowing you to pull out records specific to a supplier or date range, maybe both, or any combination of criteria. The list in the Purchase Order section has summary fields, meaning that it will total the found records, basically this is very quick customised reporting within the Purchase Order section.

Purchase Order List						
New	Detail	Delete	Search	Show all	Print	Back
Go first	Prev	Next	Go last			
PO No	PO Date	Supplier	First line of order	Total Net	VAT Amount	Final Amount
500	16/08/2006		Adobe Freehand 11.0 MAC RB	£ 750.00	£ 131.25	£ 881.25
501	13/06/2007	Computer 2000 Ltd	Adobe Acrobat 7 Standard MAC RB	£ 150.00	£ 26.25	£ 176.25
				<b>£ 900.00</b>	<b>£ 157.50</b>	<b>£ 1,057.50</b>

All summary lists total, specifying individual searches will allow you to break out sets of figures e.g. search by a supplier and further identify records by date. Searching within FileMaker is very powerful and effectively gives you a multitude of reports.

#### 4.11.1 Emailing Purchase Orders

The 'Email' button will PDF the PO and attaches it to an email. PrintAdmin will pause once the email has been created to give you a chance to personalise your message, although some standard text is already input to the email for you.

#### 4.12 Invoices

menu companies jobs Invoice

New List Delete Search Show all Print Go first Prev Next Go last Email Edit Back

Invoice details

Invoice No: 100 Date: 23/08/2009

Job no: 04576 Test Client reference:

Client: 0152

Accounts department

Account Number: F.A.O. Gill Pickles

Payment Status: Unpaid

Payment Date: £ 1,926.25

Export Date: £ 5.00

Balance to Pay: Invoice

Invoice details:

Job no: 04576 Test Job Description: A little antwork, design supplied on CD

Delivery Details: To a single other address to be confirmed

From, find and attach

Prod ID	Quantity	Item Description	Unit Cost	Unit Amount	VAT Code	Rate	VAT Amount
074	2	Test Record	£ 20.00	£ 40.00	T2	15%	£ 6.00
073	10	Test Record	£ 12.00	£ 120.00	T2	15%	£ 18.00
1	1	Brochure Stuff	£ 300.00	£ 300.00	T0	0%	
1	1	Delivery	£ 15.00	£ 15.00	T2	15%	£ 2.25

Terms: 30 days net

Total: £ 1,900.00

VAT: £ 26.25

Final Amount: £ 1,926.25

Created by: Admin

Notes:

Job Budget Summary

These details are for reference should you raise an invoice for a particular job, the financial position is displayed here.

Budget / £ 600.00

Cost quoted to client

Total Hours

Total Time

Total PO's

Total Sundries

Total Delivery

Total Costs

Difference or budget remaining £ 600.00

SmallBizAdmin

Invoice No: 2016

SmallBiz Admin  
100 Cleveland Gardens  
Essex SS9 2BA  
T: 01705 719580  
F:  
E-mail: info@smallbizadmin.co.uk  
www.smallbizadmin.co.uk

Date: 10/08/2009 Terms: Payable upon receipt

Account Number: DA001

Your Ref / PO No:

Prod Code	Quantity	Item Description	Unit Cost	Value
GPTest	4	Test Product	£ 15.00	£ 60.00
1	1	Delivery	£ 5.00	£ 5.00

Total: £ 65.00

VAT: £ 9.75

Final Amount: £ 74.75

Company No. No.  
VAT Registration Number

The best place to create an invoice is from within the quote or Job record. This will automatically setup the client, contact, and summarise the quoted cost details. You can if you wish simply click 'new' from within invoices, but the first method is by far the quickest if you have a quote set up.

You can search Invoices just as any section, allowing you to pull out records specific to a client or date range, maybe both, or any combination of criteria. The list in the Invoice section has summary fields, meaning that it will total the found records, basically this is very quick customised reporting within the Invoices.

Invoice List						
New	Detail	Delete	Search	Show all	Print	Go first Prev Next Go last
InvoiceNo	InvoiceDate	Company	First line of invoice	TotalInvoice	VATAmount	FinalAmount
2000	2/8/2006	CT Solutions (Equalpace		£ 0.00	£ 0.00	£ 0.00
2001	13/6/2007	Creative Training	Adobe Acrobat 7 Standard MAC RB	£ 445.00	£ 77.88	£ 522.88
				<b>£ 445.00</b>	<b>£ 77.88</b>	<b>£ 522.88</b>

## 4.13 Accounts Department Options

Under this section within Invoices there is provision to input when and if an invoice has been paid, also how much has been paid. This figure shows you a balance outstanding and totals in the list view. When statements are generated all invoices that fall within the period specified are pulled through in addition to those that are still marked 'unpaid'.

### 4.13.1 Emailing Invoices

The 'Email' button will PDF the Invoice and attaches it to an email. PrintAdmin will pause once the email has been created to give you a chance to personalise your message, although some standard text is already input to the email for you.

## 4.14 Jobs

The job list always shows by default live jobs. These are coloured according to the Job Status table (see Job Status section for further details on what this entails).

Job List						
New	Details	Delete	Search	Print	Show all	Budget List
Job No.	Client	Job Name	Job Status	Date In	Deadline	Account Handler
1000	Data Artistry Ltd	Gills Test Job	New	18/08/10		Dave
1001	John Smith & Associates	Report and Accounts 8pp A4	In Progress	23/08/10		John
1002	John Smith & Associates	Example Quote	New	24/08/10		John
1004	John Smith & Associates	Quick test for the new job entry	On Proof	30/09/10	02/10/10	Dave

**Job Entry** Back FWD

New List Delete Search Print Email Call Letter Fax Quote PO Invoice Despatch Proof Form Label Job Sht Close Job

main details correspondence proofs quotes purchases sundries time invoices despatch

Job No. **1001** Job Name **Report and Accounts 8pp A4** Status **In Progress**

Client ID **8487** Go to **Account Handler**

Client Name **John Smith & Associates** Client PO **Final Quote Ref** **1003**

Client Contact **John Smith** Authority to proceed ☐ Proceed ☒ Wait

Date Complete

key dates / brief quote spec FSC additional files budget summary

Booking In **Thu, 04/11/10**

Visuals Delivery **Wed, 14/11/12**

Proofing required **Mon, 15/11/10**

Proof delivered

Proof accepted

Final Delivery **Thu, 25/11/10**

Proof Type **Wet**

Check supplier quotes still valid and match artwork for print ☒ Good ☐ Not checked

Client Comments

Delivery Address

Design & Artwork

Studio to produce artwork for PDF proofing. Standard CMYK makeup.  
Logo to be supplied  
This is a simple example of the type of thing you might include

Print & Finish

Quantity to print: 15000  
See spec for size, to be printed, stitched and trimmed.  
Spot colour varnish.  
This is a simple example of the type of thing you might include

Clicking on any job in the list takes you into the job details screen. Here the key dates, specification, and FSC details (see FSC reporting for further details) can be entered. The Print button will print a job bag with all of the specification in place.

The job details are further broken down into tabbed sections: Proofs; Correspondence; Quotes; Purchases; Sundries; Invoices; Time and Despatch. Each of these tabs will show the data that has been created in relation to the job e.g. all time sheet information can be found under the Time tab and these figures are totalled in the budget summary and the budget list. The same applies to other costs associated to the job.

#### 4.14.1 Job Budget List

The budget list shows the financial status in list form, the figures are also shown on the main job details screen.

Job List												
<div><div><div>New</div><div>Details</div><div>Delete</div><div>Search</div><div>Print</div><div>Show all</div><div>Std List</div></div><div><div>Show Live Jobs Only</div><div>Export</div></div></div>												
Job No.	Client	Job Name	Job Status	Quoted Cost -	Total Time +	Total PO's +	Ttl Sundries -	Total Costs -	Estimated Profit	Total Invoiced	Total Hours	Projected Hours
1000	Data Artistry Ltd	Gills Test Job	New	10,000.00	7,100.00	50.00	50.00	7,200.00	2,800.00	115.00	35.50	
1001	John Smith & Associates	Report and Accounts Bpp A4	In Progress	535.00					535.00	588.00		24.00
1002	John Smith & Associates	Example Quote	New	300.00					300.00			
1004	John Smith & Associates	Quick test for the new job entry	On Proof									
Summary				10,835.00	7,100.00	50.00	50.00	7,200.00	3,635.00	703.00	35.50	

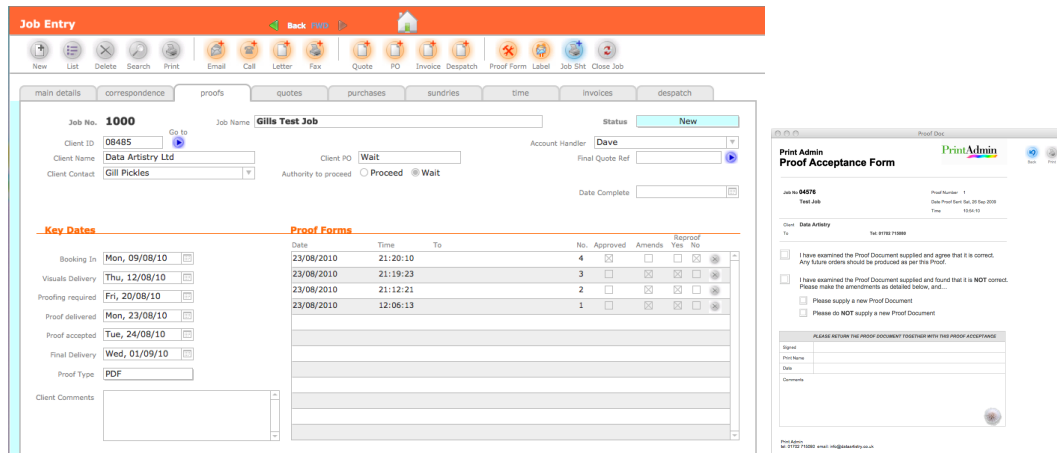
The tab across the main details for jobs show linked items e.g. quotes, clicking on any item under these views will take you to that item.

[illegible]

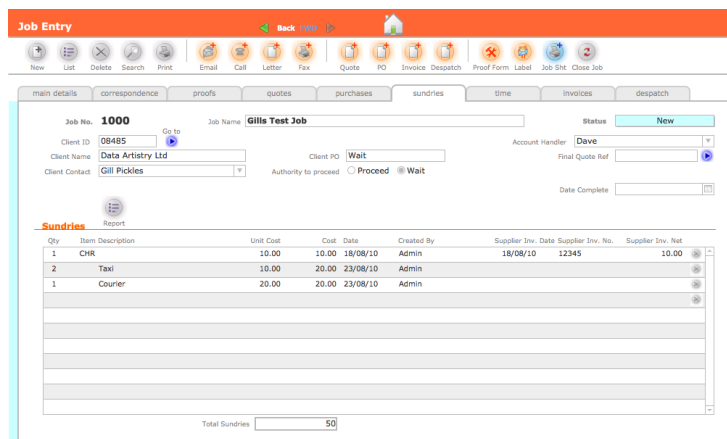


#### 4.14.2 Proofs

When sending a proof there is a form that can also be attached to the proof, or if you prefer just keep the details in the job record. Click on the Proof Form button to create a new one. Once in existence then you can return to the proof forms section and update the details within the portal, or open the proof form again and amend the record.

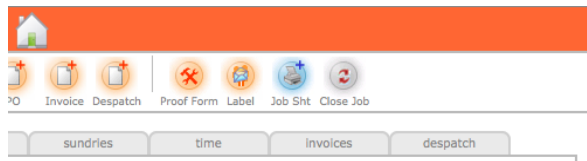


#### 4.14.3 Sundry Job Costs



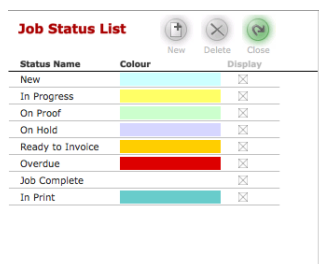
Sundries are entered directly onto the job record, unlike purchase orders, that take you to another screen to create them. They can be entered with the assistance of the price list or directly into the line itself, the description, quantity and the unit price.

#### 4.14.4 Closing a Job



Please use the 'Close Job' button when a job is complete. This updates the status, close date and time sheet inclusion field to remove the job number from further time entries. Using this button does not mean the record is removed, but by updating it in this fashion it no longer appears in the live job list and simply remains in the background.

#### 4.15 Job Status's

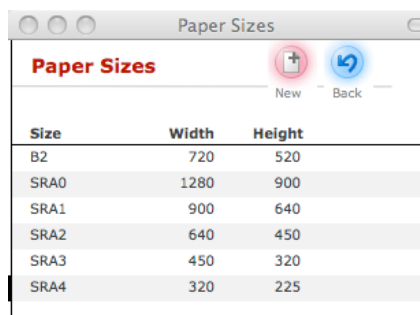


The job status's can be set up entirely as you want to define them, copy and paste your colour blocks from any graphics application, or from within a blank FileMaker database.

NOTE: It is recommended that you retain "Job Complete" as this will be used irrespective of whether it is in this list or not when the 'Close Job' button is used in the Job record and this ensures that it remains in the drop down list for searching within jobs.

NOTE 2: It is also recommend that you use pale colours as it will be easier to read your job list details off of a lighter background.

#### 4.16 Paper Sizes



The paper sizes table is very simple, click new to enter paper sizes that are appropriate to your print work. This is to facilitate the calculation of FSC paper usage within job details.

#### 4.17 FSC Set up and Using Paper Usage

There are several things that need to be entered and in place before FSC reporting can be used.

- Set up Preferences, input your FSC groups and logos e.g. FSC Mixed sources, don't forget to put in 'Not Accredited' as one of your paper groups.
- Enter your Paper options into the price list and associate them to a FSC group
- When the job has been printed, return to the job record and input paper type, size and quantity used.

With these things in place a meaningful FSC report can be produced.

#### 4.18 Time Sheets

Time Sheets are entered weekly to ensure that it is as quick as possible, this means that those users who only need to enter time need not wade through other aspects of the database to input time. They can update a single record with multiple jobs.

Only 'Live' jobs will appear in the drop down list for entering a job number.

NOTE: the time sheet start date can be found in the User record.

[illegible]

## 4.19 Reports

Please specify a date range for your report 

**Start Date** **01 November 2011** 

**End Date** **25 November 2011** 

**Specify client or supplier**  

Leave blank to show all in the report

Sales Invoices, by client

Purchase Orders, by supplier

Purchase Invoices, by supplier

Quotes, by client

FSC Material Accounting

FSC Volume Summary

Completed Jobs

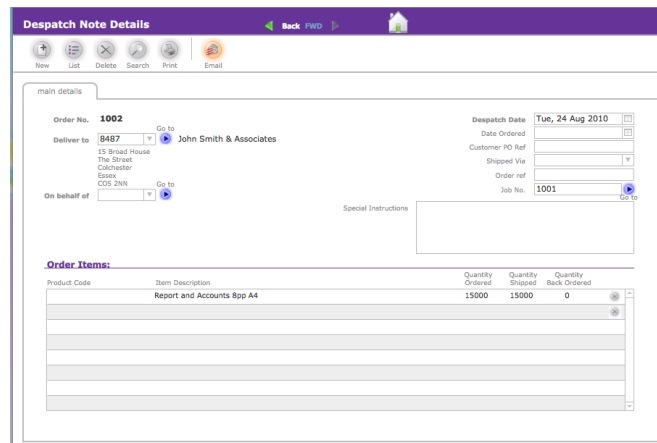
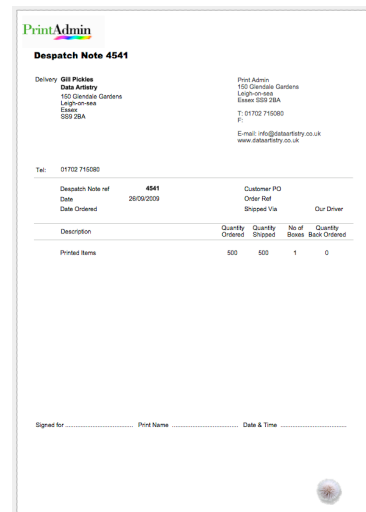
Job Profit Report

The following reports are available pre-scripted within PrintAdmin:

- 4.19.1      Sales Invoices, by Client
- 4.19.2      Purchase orders, by Supplier
- 4.19.3      Purchase Invoices, by Supplier
- 4.19.4      Quotes, by client
- 4.19.5      FSC Material Usage Report
- 4.19.6      Jobs in Progress
- 4.19.7      Completed Jobs
- 4.19.8      Job Profit Report
- 4.19.9      Material Usage Report (Quotes)

With the exception of 'Jobs in Progress' that simply lists all the live jobs on the system, all other reports are produced for the date range that you specify in the screen shown above.

## 4.20 Despatch Notes

A despatch note can be created by clicking the new button within the despatch notes section. This can be used for sending individual proofs or perhaps finished print jobs.

Once again, the entry screen conforms to the database format, but the print (or email with PDF) retains the printed in the style of your companies' stationery.

Use the 'Insert above address' to automatically enter the client address that you have chosen above, otherwise this is a free type box so that you can enter whatever you wish.

### 4.20.1 Email Despatch Note

The 'Email' button will PDF the Despatch Note and attaches it to an email. PrintAdmin will pause once the email has been created to give you a chance to personalise your message, although some standard text is already input to the email for you.

This may seem a little strange given the idea is generally to attach the note to the goods when they are being shipped, however if something is going directly from the supplier you may wish to send your paperwork in this fashion, or perhaps you wish to send this directly to your supplier so they may include your paperwork for you.



## 4.22 Statements

menu

companies

Statement

List

Delete

Search

Show all

Print

Go first

Prev

Next

Go last

Back

details

Statement No

0506

Date

01/09/2009

Client

192

Created by

Admin

Data Artistry

Sent Status

Printed

F.A.O.

Gill in accounts

Salutation

150 Glendale Gardens

Leigh-on-sea

Essex

SS9 2BA

Account Number

Invoices

Date	Job Ref.	Invoice No.	Payment Status	Amount	VAT Amount	Total	Total
23/09/09	04576	100	Paid	£ 1,900.00	£ 26.25	£ 1,926.25	£ 0.00
24/09/09	4576	101	Unpaid	£ 1,800.00	£ 22.50	£ 1,822.50	£ 1,822.50
24/09/09	04576	102	Unpaid	£ 600.00	£ 105.00	£ 705.00	£ 705.00
Total owed to Print Admin				£ 4,300.00	£ 153.75	£ 4,453.75	£ 2,527.50

PrintAdmin

Statement No: 506

Gill in accounts

Data Artistry

150 Glendale Gardens

Leigh-on-sea

Essex

SS9 2BA

Print Admin

150 Glendale Gardens

Essex SS9 2BA

T: 01702 710000

F:

E-mail: info@dataartistry.co.uk

www.dataartistry.co.uk

Date

01/09/2009

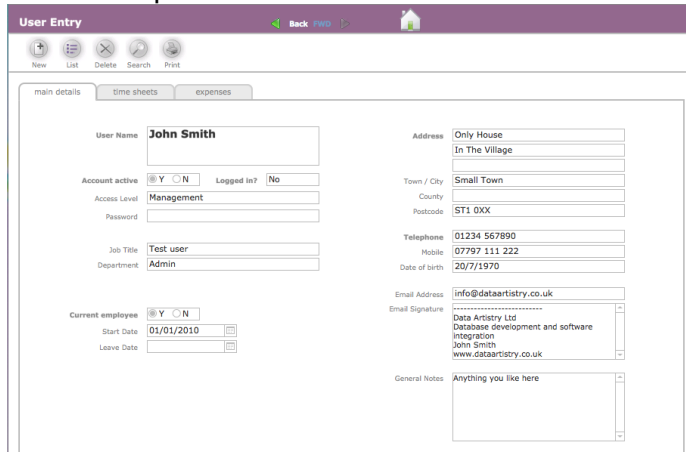
Account Number

Invoices

Date	Job Ref.	Invoice No.	Payment Status	Amount	VAT Amount	Total	Balance outstanding
23/09/09	04576	100	Paid	£ 1,900.00	£ 26.25	£ 1,926.25	£ 0.00
24/09/09	4576	101	Unpaid	£ 1,800.00	£ 22.50	£ 1,822.50	£ 1,822.50
24/09/09	04576	102	Unpaid	£ 600.00	£ 105.00	£ 705.00	£ 705.00
Total owed to Print Admin				£ 4,300.00	£ 153.75	£ 4,453.75	£ 2,527.50

Clicking the 'Run Statements' button from the main Statements List produces statements. The next screen asks you for a start date; continue and the system will then look through the invoices for all invoices created since that date through to today's date. Any invoice prior to that date that remains as 'Unpaid' will also be included on the Statement. The Print button will produce the printed version that incorporates your company branding.

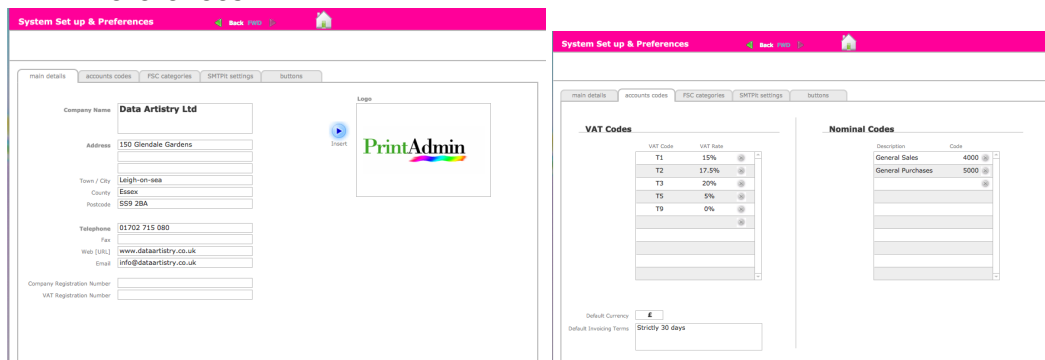
## 4.23 Set up Users



The set up users button will take you to a list of PrintAdmin's users. Before anyone can access the database they must be set-up with a user name and password. From the User List click on any name to view their details, depending upon your access privileges will be the details that you are able to see, basic users can only see name and address details of any user. A user with 'Management' privileges can see and set-up names, passwords, employee start dates and rates.

Clicking the 'new' button will take you to a basic details screen and once they have been entered your new user is set-up and ready to go, although it is good practise to complete the rest of the details.

## 4.24 Preferences



The setup preferences button from the main menu will take you to the screen shown above. Completing the details here will filter through to all the 'stationery' aspects of PrintAdmin e.g. Purchase Orders in Print or PDF mode. This means that should you change your address or phone number it will instantly filter through to every printed layout throughout the system.

### 4.24.1 Setting up Nominal and VAT Codes and Rates

Click on the accounting tab to enter your nominal and VAT codes, these should match those already set up in your accounts system.

### 4.24.2 Invoice Terms

Your invoice terms can be set up in this section so that for all new invoices the terms appear exactly as you wish to phrase them. The default is 'Strictly 30 days net' but please change this to suit your own purposes.



#### 4.24.3 FSC Categories

The FSC groups that are pulled through directly onto the job and price list screens are generated according to the entries made in the FSC section under the preferences tab. You can also assign a logo to each category so that when documentation that belongs to a job with an FSC category is printed, the associated logos also print. The FSC accreditor provides these logos.

#### 4.24.4 Emailing directly from FileMaker

There are also preferences for email. It is possible with the addition of a plug-in to email directly from FileMaker and not to use your standard email client. This is where you input your mail settings.

<b>Host</b>	<b>Host Port</b>
<input type="text" value="smtp.[yourhostname].co.uk"/>	<input type="text" value="25"/>
<b>Authentication Type</b>	<b>Use SSL</b>
<input type="text" value="None"/>	<input type="text" value="False"/>
<b>Get Transcript</b>	<b>Show Result Dialogue</b>
<input type="text" value="True"/>	<input type="text" value="True"/>
<b>User Name</b>	<b>Password</b>
<input type="text"/>	<input type="text"/>

The above screen shows all of the SMTP options, these can be found from your standard email client under the SMTP account settings. It is very much a case all trial and error, there are a plethora of email methods and your mail server will require a combination of the settings above, although that which is shown generally works.

However if you find that these settings don't work, try a different port number or authentication type, there are only a few options here so it shouldn't take long to work out the correct one.

Important Note: Sometimes the use of a SMTPit Pro requires the setting up of mail relaying. If you get this error when first attempting to send mail from PrintAdmin, please refer directly to the SMTPit Pro help at: <http://www.cnsplug-ins.com/faq.htm?product=SMTPit%20Pro>

#### 4.25 Finding or Searching

There are many ways to 'get back' information from your database, but all involve searching or using the reports. The 'Search' option may appear simple - it is, but using a variety of techniques can extract whatever information you may need, including 'everything but' searches if you use the omit option. For example if you wanted to find all the companies in your database bar suppliers, then chose search, enter 'supplier' under the category and select the 'omit' option in the status bar as shown below.

## 4.25.1 FileMaker Search Help

The FileMaker help is extensive on this subject and definitely worth checking out, but the most important part has been extracted here into this document.

### Finding ranges of information

You can find ranges of information, such as all records that contain a field value that is greater or less than a number, or between two particular dates. A range is different based on the data type:

- **Numbers:** least to greatest
- **Dates, times, and timestamps:** earliest to latest
- **Text:** first to last word, based on the [index](#) order of words (not the sort order). A word can be a single character; for example, a find on a field for <M would return every record that contains a word less than M in the field's index order.

### To find ranges of information:

1. Start a find request.  
For more information, see [Making a find request](#).
2. Refer to the following table for examples of different ways to search for a range of information.

To find values that are	Use this operator	Examples
Less than a specified value	<	<40 <9/7/2010 <M
Less than or equal to a specified value	<= or ≤	<=95129 ≤05:00:00 <=M
Greater than a specified value	>	>95129 >9/7/2010 >M
Greater than or equal to a specified value	>= or ≥	>=100 >=9/7/2010 ≥8:00 ≥M
Within the range you specify	.. or ... (two or three periods)	12:30...17:30 1/1/2009...6/6/2010 A...M Mon...Fri
Within the sub-range you specify	{..} or {...} (two or three periods)	7/{1...15}/2010 {1...3}/{10...16}/2010 12:{30...45} {7...9}:15 PM
Based only on certain date or time components such as month, year, or minutes (see more examples below)	* or type nothing for each component you don't want to specify	3/*/2010 2/* 2010 *:30 PM

3. When you've entered the find criteria that you want, click **Perform Find** in the status toolbar, or choose **Requests** menu > **Perform Find**.

## Notes

- When searching for ranges of information in date, time, and timestamp fields, you don't have to specify all date or time components. For example, you can type 5/2010 instead of 5/1/2010...5/31/2010 to find all dates in May 2010.
- You can combine operators to simplify range searches. For example, type \*/{10..15}/2010 to search for all dates in 2010, but only for days from the 10th through the 15th.
- Refer to the following tables for examples of different ways to search for dates, times, and timestamps.

To find dates	Type this in the field
In June 2010	6/2010
From July 2009 through October 2010	7/2009...10/2010
That occur on a Friday	=Friday
From the 10th through the 16th of October or November 2010	{10..11}/{10..16}/2010
That occur on March 1st between 1868 and 1912 in the Japanese Emperor Year era of Meiji	m*/3/1
That occur on December 31st between 1930 and 1940 in the Japanese Emperor Year era of Showa	S{5..15}+12+31

To find times	Type this in the field
In the 3 o'clock hour, not including 4:00 PM	3 PM
Between 8:00 AM and 8:59:59 PM	8 AM...8 PM
In the morning	AM
Any of the times 4:30, 5:30, and 6:30 PM	{4..6}:30 PM

To find timestamps	Type this in the field
In the 3 o'clock hour today	// 3 PM
In the 7 o'clock hour in May 2007	5/2007 7 PM
That occur on a Monday in 2010	=Mon 2010
From the 10th through the 16th of November 2010 and from 3:00 PM to less than 6:00 PM	11/{10..16}/2010 {3..5} PM

## 5 Summary

PrintAdmin has lots to offer in a straightforward manner. There are no hoops to jump through before you can start using it, just set up the preferences page with your company name and address and jump in. The benefits of easy administration will be revealed within days of using the system allowing you to get on with your real job.

We wish you much success with both the use of this software and running your business.